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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Procurement Division

DATE: 20 December 1954

FROM : Chief, Administration and Control Staff/PD

SUBJECT: Two-grade promotions

1. It is the opinion of the writer that the determination of the Personnel Office regarding promotion policies of certain classifications falling in the GS-5 group is a matter of great concern.

2. Morale is an important factor in any job which requires working under pressure in order to meet deadlines. Therefore in determining that a person, already expecting to receive a two-grade promotion, will receive only a one-grade promotion, morale suffers a noticeable setback.

3. It is felt that exceptions should be made in many cases regarding this rule.

4. I have no other objections regarding policy at this time.

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